

## **M E M O R A N D U M**

TO: Superintendents  
Language Minority Central Points of Contact

FROM : Darlene Slaby, Director  
Division of Language Minority and Migrant Programs

RE: DOE-LM Data Collection

DATE: September 14, 2007

The 2007-08 Language Minority/Immigrant Student Enrollment (DOE-LM) data collection window is September 14 through October 26, 2007. The DOE-LM has been shifted from spring back to a fall collection in order to capture the most recently available data. The 2007-08 data collection will include English proficiency level data submissions reflecting the Spring 2007 LAS Links or Fall 2007 Placement Test results for each student.

These data are used to determine allocations for the state Non English Speaking Program and federal Title III, Language Instruction for Limited English Proficient and Immigrant Students. Timeliness is crucial in ensuring the accuracy of future funding allocations. Failure by school corporations to submit data will result in forfeiture of funding.

Submit data for each language minority or immigrant student enrolled during the collection period for the 2007-08 school year. All students with a home/native language other than English should continue to be reported on the DOE-LM until they either leave the school corporation or graduate. The option to report "No Language Minority students" is also available on the input form. Collaboration between STN coordinators and Language Minority Central Points of Contact will be required to compile student data and review the Language Minority reports.

Data can either be submitted in a file or by completing the Language Minority Input Form in the STN Application Center. The data layout is available on the STN homepage at: <http://www.doe.state.in.us/stn/welcome.html>. Please review the layout fields and notes sections in order to become familiar with the 2007-08 layout. A DOE-LM Frequently Asked Questions document is posted at: <http://www.doe.state.in.us/stn/faq/welcome.html>.

Technical questions related to the submission of data should be directed to the school corporation's STN system administrator. Questions regarding the identification and assessment of language minority students should be directed to the Division of Language Minority and Migrant Programs at (317) 232-0555 or (800) 382-9962.

Data must be submitted by October 26, 2007.